



United Nations System Staff College (UNSSC)

Individual Contractor – Office Assistant

Vacancy No:	IC/005/2018
Post Title:	Individual Contractor
Organizational Unit:	Knowledge Centre for Sustainable Development
Duty Station:	Bonn, Germany
Duration:	01 January – 30 June 2019
Deadline for applications:	16 November 2018

Organizational context

The UNSSC Knowledge Centre for Sustainable Development, officially opened in January 2016, is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the new sustainable development agenda through learning, training and knowledge management. It supports, in collaboration with relevant UN and non-UN institutions, the policy and operational work of the UN through the development of learning tools, platforms of interaction and executive programmes around the three dimensions of the new sustainable development agenda.

Under the guidance and direct supervision of the Head of Office, the Office Assistant ensures effective and efficient functioning of the UNSSC KCSD, full confidentiality in all aspects of the assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made.

The incumbent works in close collaboration with the UNSSC KCSD programmatic teams and UNSSC HQ in Turin; has regular interaction with senior representatives from the UN system and other international organizations; as well as government officials, consultants, collaborators and national authorities to ensure efficient flow of information, actions on instructions, agendas.

Terms of reference

The individual contractor will temporary support as an Office Assistant to the UNSSC Knowledge Centre for Sustainable Development in Bonn.

Key Functions include:

- 1. Ensure effective and efficient functioning of the UNSSC KCSD focusing on achievement of the following results:**
 - Performance, under minimal supervision, of a full range of office management and administrative functions; typically provide direct assistance to the Head of Office;
 - Efficient and discreet office management of the UNSSC KCSD;

- Screen all incoming communications, filter outgoing correspondence for signature, clearance and further actions whenever possible;
- Maintain an inventory of all UNSSC KCSD property, and liaise with all corporate vendors;
- Organize reception and hospitality in the UNSSC KCSD by adhering to protocol guidelines;
- Maintain high confidentiality of documents and information; perform duties with discretion and integrity;
- Attend meetings, prepare minutes, monitors follow-up activities.

2. Ensure provision of effective communications and administrative support to the office focusing on achievement of the following results:

- Draft routine correspondence when requested;
- Place and screen telephone calls, respond to routine requests for information and receive visitors;
- Maintain Office calendar, appointment schedules and contacts lists, and oversee and organise travel the Head of Office;
- Facilitate information sharing with UNSSC Operations and Programmes teams;
- Organise phone and video conferences as requested, and liaise with Bonn based UN Organisations (including Common Services Unit) and local providers for office equipment, furniture and protocol matters related to the KCSD;
- Maintain the filing system and ensure safekeeping of confidential materials.

3. Assist in the smooth organisation and preparation of the logistical aspects of workshops and other learning and training events:

- Oversee an office planner of learning and training events;
- Establish and maintain databases and participants lists;
- Request and follow up on travel arrangements for staff members and expert speakers, including travel arrangements, DSA, visa requirements;
- Liaise with relevant focal points in the UNSSC Operations unit on workshop-related administrative issues such as payments and finalisation of Memorandum of Understandings;
- Provide logistical and administrative support in preparation of the training/meeting.

Qualifications required

Competencies:

Professionalism: Ability to perform the assigned functions. Ability to apply knowledge of various United Nations administrative, financial (Atlas) and human resources rules and regulations in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional

rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Commitment to continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Education:

High school diploma or equivalent.

Work Experience:

Five years of progressively responsible secretarial, administrative, programme experience is required at the national or international level.

Experience in the logistical support to meetings and workshops is highly desirable. Experience in the usage of computers and office software packages (MS Word, Excel, etc), familiarity with Atlas and/or other ERP systems is required.

Languages:

Proficiency in written and spoken German and English. Knowledge of other languages is an advantage.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position The application should be submitted preferably by e-mail to recruitment@unssc.org with a subject title of “Application for Individual Contractor 005 – KCSD”.

Late submission of application and/or incomplete application will not be considered.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Date of issuance: 26 October 2018